

**BASIC Bank PLC.***Serving people for progress*

A 100% STATE OWNED COMMERCIAL BANK

**বাসিক ব্যাংক লিমিটেড**সহায়িতা পথে যাত্রা
শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. 3063

Date: September 28, 2026

Mr. Tapas Kumar Biswas (ID#2257)

Officer (Cash)

Passport No. A09854976

BASIC Bank PLC.

Chandpur Branch

Chandpur

Subject: Sanction of 30 (Thirty) days leave (outside Bangladesh) with full pay to Visit India.

Dear Sir,

Please refer to the letter ref. no. 53.09.1322.038.99.26.384 dated September 16, 2026 of Branch In-charge, BASIC Bank PLC., Chandpur Branch, Chandpur on the captioned subject.

We would like to inform you that considering your application and recommendation of the Branch In-charge; the Bank Authority has sanctioned 30 (Thirty) days leave (outside Bangladesh) including transit period and government/weekly holidays from September 29, 2026 or the date of travel with a permission to visit India for your medical treatment purpose under the following terms and conditions:

Terms & Conditions:

1. You will have to bear all expenses of the visit. There will be no financial involvement of BASIC Bank PLC. & Government of Bangladesh.
2. The period of travelling will be adjusted from earned leave balances.
3. Overstay in aboard will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.
5. You are advised to submit joining report upon completion of the said leave.
6. In the event of failure to join upon completion of the said leave; necessary action will be taken as per the bank's rules.
7. Your previously approved leave letter Ref. no. 53.09.0000.818.08.000.26.1882 dated June 23, 2026 has been cancelled.

Yours faithfully,

Sd/-

Md. Mamunur Rahman

Deputy General Manager & In-charge

Human Resources Division

Phone No: 02223386405

Copy for information & Necessary action:

- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank PLC., Head Office, Dhaka.
- The Principal Officer, BASIC Bank PLC., Chandpur Branch, Chandpur- is requested to issue a release letter and obtain joining report from the concern employee at the time of joining under intimation to us.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- HRD Copy (To upload the letter on Bank's website).

Deputy General Manager, HRD

“স্বাক্ষার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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